



"Hoff, Martha F -
Environmental Health"
<Martha.Hoff@ci.denver.co.us>

06/30/2005 05:02 PM

To Leovigilda Pinedo-Madera
<leovigilda.pinedo-madera@state.co.us>,
"Tafoya-Dominguez, Beverly - Environmental Health"

cc

bcc

Subject Clinic Outreach Task Schedule

Attached please find the outreach matrix in two forms. Labeled "original" file is a compilation by general outreach tasks and clinic specific tasks. The second labeled "date sort" is a sort of the original matrix by date (probably the most useful). After we meet each week, I will update the matrix and email again. I've also included a clinic table schedule based on Tonya's info. Any questions...please holler. Thanks Martha

Martha F. Hoff, CIH, CSP

phone: 720-913-1516

martha.hoff@ci.denver.co.us

VB/I-70 Community Health Program Administrator

Denver Department of Environmental Health

201 W. Colfax Avenue Dept. 109

Denver, Colorado 80202



outreach task assignments - date sort.xls outreach task assignments - original.xls 2005 Summer Schedule - Table.doc

Agency Outreach Tasks
Summer 2005 Clinics
General and Clinic Task Sort

June 30, 2005

TASK	SUBTASK	DETAILS
Newsletter - Cross	copying	
Poster	print	
Table Flyer	print	
Outreach Material (canvassing)	print	
Poster	update	
Table Flyer	update	
Newsletter - Cross	deliver to CO	
Newsletter - Cross	deliver to Cross	
Poster	deliver to CO	
Table Flyer	deliver to CO	
Outreach Material (canvassing)	deliver to CO	
Clinic 7/6 flyers	design	
Clinic 7/6 flyers	print	
July/Aug schedule	email	pending ramp
Clinic 7/6 flyers	arrange kids	
Clinic 7/6 flyers	deliver to CO	
Clinic 7/13 church/daycare/preschool	ID	
Outreach Material (canvassing)	update	
Clinic 7/6 flyers	deliver to kids	
Clinic 7/13 church/daycare/preschool	script	
Clinic 7/13 church/daycare/preschool	contact	
Clinic 7/6 flyers	distribute during cavassing	
Clinic 7/6 flyers	add to CHW info	
Clinic 7/13 flyers	arrange kids	
Clinic 7/6 email	com. Leaders	
Newsletter - Clayton	1to1 w/Anthony	
Clinic 7/13 flyers	design	
Newsletter - Cross	1to1 w/Lorraine	
Newsletter - Cole	1to1 w/Tonya	
Poster	com. leader list	
Table Flyer	com. leader list	
Clinic 7/6 canvass	schedule	
Clinic 7/6 canvass	focused canvassing	
Clinic 7/19 and 7/20	arrange kids	
Clinic 7/13 flyers	print	
Poster	deliver to com.leaders	

Agency Outreach Tasks
 Summer 2005 Clinics
 General and Clinic Task Sort

June 30, 2005

Table Flyer	deliver to com.leaders	
Clinic 7/19 and 7/20 church/daycare/preschool	ID	
Clinic 7/27 church/daycare/preschool	ID	
Poster	CHW posting	
Table Flyer	CHW drop-off	
Clinic 7/6 debriefing/partnering	meet	New Hope Church
Clinic 7/13 focused outreach	as determined	
Clinic 7/6 survey	tally	
Newsletter - Cross	formatting	
Newsletter - Cross	writing	
Newsletter - Clayton	writing/forward to Anthony	
Newsletter - Cole	writing	
Poster	designated postings	
Table Flyer	designated drop-offs	
Clinic 7/13 flyers	deliver to CO	
Clinic 7/19 and 7/20 church/daycare/preschool	script	
Clinic 7/19 and 7/20 church/daycare/preschool	contact	
Clinic 7/27 church/daycare/preschool	script	
Clinic 7/27 church/daycare/preschool	contact	
Task matrix	update	
Clinic 7/13 flyers	add to CHW info	
Clinic 7/13 phone outreach	determine volunteers status	
Clinic 7/13 email	com. Leaders	
Outreach Material (canvassing)	advise CHW's	
Outreach Material (canvassing)	replace in packets	
Clinic 7/13 flyers	deliver to kids	
Clinic 7/13 canvass	schedule	
Clinic 7/13 flyers	distribute during cavassing	
Clinic 7/13 flyers	distribute in neighborhoods	
Clinic set-up	print posters on plotter	
Clinic 7/13 phone outreach	compile & distribute call list	
Clinic 7/13 canvass	focused canvassing	
Clinic 7/13 phone outreach	make calls	
Clinic 7/13 phone outreach	make calls	
Clinic 7/19 and 7/20 flyers	design	
Clinic set-up	design banner	
Clinic 7/19 and 7/20 flyers	print	

Agency Outreach Tasks
Summer 2005 Clinics
General and Clinic Task Sort

June 30, 2005

Clinic 7/6 flyers	invoicing	
Clinic 7/27 flyers	arrange kids	
Clinic 7/19 and 7/20 email	com. Leaders	
Clinic 7/13 debriefing/partnering	meet	Swansea Rec or St. Martin's
Clinic 7/19 and 7/20 focused outreach	as determined	
Clinic 7/13 survey	tally	
Clinic 7/19 and 7/20 flyers	deliver to CO	
Clinic 7/19 and 7/20 flyers	add to CHW info	
Clinic 7/19 and 7/20 phone outreach	determine volunteers status	
Clinic 7/19 and 7/20 flyers	deliver to kids	
Clinic 7/19 and 7/20 canvass	schedule	
Clinic 7/19 and 7/20 phone outreach	compile & distribute call list	
Task matrix	update	
Clinic 7/19 and 7/20 flyers	distribute during cavassing	
Clinic 7/19 and 7/20 flyers	distribute in neighborhoods	
Clinic 7/19 and 7/20 phone outreach	make calls	
Clinic 7/19 and 7/20 phone outreach	make calls	
Clinic set-up	print banner	
Clinic 7/19 and 7/20 canvass	focused canvassing	
Clinic 7/27 flyers	design	
Clinic set-up	deliver banner	
Clinic 7/27 flyers	print	
Clinic 8/3 church/daycare/preschool	ID	
Clinic 7/13 flyers	invoicing	
Clinic 8/3 flyers	arrange kids	
Clinic 7/19 and 7/20 debriefing/partnering	meet	El Centro Su Teatro
Clinic 7/27 focused outreach	as determined	
Clinic 7/19 and 7/20 survey	tally	
Clinic 7/27 flyers	deliver to CO	
Clinic 8/3 church/daycare/preschool	script	
Clinic 8/3 church/daycare/preschool	contact	
Task matrix	update	
Clinic 7/27 flyers	add to CHW info	
Clinic 7/27 phone outreach	determine volunteers status	
Clinic 7/27 email	com. Leaders	
Clinic 7/27 flyers	deliver to kids	
Clinic 7/27 canvass	schedule	

Agency Outreach Tasks
 Summer 2005 Clinics
 General and Clinic Task Sort

June 30, 2005

Clinic 7/27 flyers	distribute during cavassing	
Clinic 7/27 flyers	Distribute in neighborhoods	
Clinic 7/27 phone outreach	compile & distribute call list	
Clinic 7/27 canvass	focused canvassing	
Clinic 7/27 phone outreach	make calls	
Clinic 7/27 phone outreach	make calls	
Clinic 8/3 flyers	design	
Clinic 8/3 flyers	print	
Clinic 7/19 and 7/20 flyers	invoicing	
Clinic 8/10 flyers	arrange kids	
Clinic 7/27 debriefing/partnering	meet	King Trimble Building
Clinic 8/3 focused outreach	as determined	
Clinic 7/27 survey	tally	
Clinic 8/3 flyers	deliver to CO	
Task matrix	update	
Clinic 8/3 flyers	add to CHW info	
Clinic 8/3 phone outreach	determine volunteers status	
Clinic 8/3 email	com. Leaders	
Clinic 8/3 flyers	deliver to kids	
Clinic 8/3 canvass	schedule	
Clinic 8/3 flyers	distribute during cavassing	
Clinic 8/3 flyers	Distribute in neighborhoods	
Clinic 8/3 phone outreach	compile & distribute call list	
Clinic 8/3 canvass	focused canvassing	
Clinic 8/3 phone outreach	make calls	
Clinic 8/3 phone outreach	make calls	
Clinic 8/10 flyers	design	
Clinic 8/10 flyers	print	
Clinic 8/17 church/daycare/preschool	ID	
Clinic 7/27 flyers	invoicing	
Clinic 8/17 flyers	arrange kids	
Clinic 8/3 debriefing/partnering	meet	New Hope Church
Clinic 8/10 focused outreach	as determined	
Clinic 8/3 survey	tally	
Clinic 8/10 flyers	deliver to CO	
Clinic 8/17 church/daycare/preschool	script	
Clinic 8/17 church/daycare/preschool	contact	

Agency Outreach Tasks
Summer 2005 Clinics
General and Clinic Task Sort

June 30, 2005

Task matrix	update	
Clinic 8/10 flyers	add to CHW info	
Clinic 8/10 phone outreach	determine volunteers status	
Clinic 8/10 email	com. Leaders	
Clinic 8/10 flyers	deliver to kids	
Clinic 8/10 canvass	schedule	
Clinic 8/10 flyers	distribute during cavassing	
Clinic 8/10 flyers	Distribute in neighborhoods	
Clinic 8/10 phone outreach	compile & distribute call list	
Clinic 8/10 canvass	focused canvassing	
Clinic 8/10 phone outreach	make calls	
Clinic 8/10 phone outreach	make calls	
Clinic 8/17 flyers	design	
Clinic 8/17 flyers	print	
Clinic 8/24 church/daycare/preschool	ID	
Clinic 8/3 flyers	invoicing	
Clinic 8/24 flyers	arrange kids	
Clinic 8/10 debriefing/partnering	meet	Swansea Rec Center
Clinic 8/17 focused outreach	as determined	
Clinic 8/10 survey	tally	
Clinic 8/17 flyers	deliver to CO	
Clinic 8/24 church/daycare/preschool	script	
Clinic 8/24 church/daycare/preschool	contact	
Task matrix	update	
Clinic 8/17 flyers	add to CHW info	
Clinic 8/17 phone outreach	determine volunteers status	
Clinic 8/17 email	com. Leaders	
Clinic 8/17 flyers	deliver to kids	
Clinic 8/17 canvass	schedule	
Clinic 8/17 flyers	distribute during cavassing	
Clinic 8/17 flyers	Distribute in neighborhoods	
Clinic 8/17 phone outreach	compile & distribute call list	
Clinic 8/17 canvass	focused canvassing	
Clinic 8/17 phone outreach	make calls	
Clinic 8/17 phone outreach	make calls	
Clinic 8/24 flyers	design	
Clinic 8/24 flyers	print	

Agency Outreach Tasks
Summer 2005 Clinics
General and Clinic Task Sort

June 30, 2005

Clinic 8/31 church/daycare/preschool	ID	
Clinic 8/10 flyers	invoicing	
Clinic 8/31 flyers	arrange kids	
Clinic 8/17 debriefing/partnering	meet	St. Martin Plaza
Clinic 8/24 focused outreach	as determined	
Clinic 8/17 survey	tally	
Clinic 8/24 flyers	deliver to CO	
Clinic 8/31 church/daycare/preschool	script	
Clinic 8/31 church/daycare/preschool	contact	
Task matrix	update	
Clinic 8/24 flyers	add to CHW info	
Clinic 8/24 phone outreach	determine volunteers status	
Clinic 8/24 email	com. Leaders	
Clinic 8/24 flyers	deliver to kids	
Clinic 8/24 canvass	schedule	
Clinic 8/24 flyers	distribute during cavassing	
Clinic 8/24 flyers	Distribute in neighborhoods	
Clinic 8/24 phone outreach	compile & distribute call list	
Clinic 8/24 canvass	focused canvassing	
Clinic 8/24 phone outreach	make calls	
Clinic 8/24 phone outreach	make calls	
Clinic 8/31 flyers	design	
Clinic 8/31 flyers	print	
Clinic 9/7 church/daycare/preschool	ID	
Clinic 8/17 flyers	invoicing	
Clinic 9/7 flyers	arrange kids	
Clinic 8/31 email	com. Leaders	
Clinic 8/24 debriefing/partnering	meet	El Centro Su Teatro
Clinic 8/31 focused outreach	as determined	
Clinic 8/24 survey	tally	
Clinic 8/31 flyers	deliver to CO	
Clinic 9/7 church/daycare/preschool	script	
Clinic 9/7 church/daycare/preschool	contact	
Task matrix	update	
Clinic 8/31 flyers	add to CHW info	
Clinic 8/31 phone outreach	determine volunteers status	
Clinic 8/31 flyers	deliver to kids	

Agency Outreach Tasks
Summer 2005 Clinics
General and Clinic Task Sort

June 30, 2005

Clinic 8/31 canvass	schedule	
Clinic 8/31 flyers	distribute during cavassing	
Clinic 8/31 flyers	Distribute in neighborhoods	
Clinic 8/10 church/daycare/preschool	ID	
Clinic 8/10 church/daycare/preschool	script	
Clinic 8/10 church/daycare/preschool	contact	
Clinic 8/31 phone outreach	compile & distribute call list	
Clinic 8/31 canvass	focused canvassing	
Clinic 8/31 phone outreach	make calls	
Clinic 8/31 phone outreach	make calls	
Clinic 9/7 flyers	design	
Clinic 9/7 flyers	print	
Clinic 9/13 and 9/14 church/daycare/preschool	ID	
Clinic 8/24 flyers	invoicing	
Clinic 9/13 and 9/14 flyers	arrange kids	
Clinic 8/31 debriefing/partnering	meet	King Trimble Building
Clinic 9/7 focused outreach	as determined	
Clinic 8/31 survey	tally	
Clinic 9/13 and 9/14 church/daycare/preschool	script	
Clinic 9/13 and 9/14 church/daycare/preschool	contact	
Task matrix	update	
Clinic 9/7 flyers	add to CHW info	
Clinic 9/7 flyers	deliver to CO	
Clinic 9/7 phone outreach	determine volunteers status	
Clinic 9/7 email	com. Leaders	
Clinic 9/7 flyers	deliver to kids	
Clinic 9/7 canvass	schedule	
Clinic 9/7 flyers	distribute during cavassing	
Clinic 9/7 flyers	Distribute in neighborhoods	
Clinic 9/7 phone outreach	compile & distribute call list	
Clinic 9/7 canvass	focused canvassing	
Clinic 9/7 phone outreach	make calls	
Clinic 9/7 phone outreach	make calls	
Clinic 9/13 and 9/14 flyers	design	
Clinic 9/13 and 9/14 flyers	print	
Clinic 9/21 church/daycare/preschool	ID	
Clinic 8/31 flyers	invoicing	

Agency Outreach Tasks
 Summer 2005 Clinics
 General and Clinic Task Sort

June 30, 2005

Clinic 9/21 flyers	arrange kids	
Clinic 9/7 debriefing/partnering	meet	King Trimble Building
Clinic 9/13 and 9/14 focused outreach	as determined	
Clinic 9/7 survey	tally	
Clinic 9/13 and 9/14 flyers	deliver to CO	
Clinic 9/13 and 9/14 canvass	schedule	
Clinic 9/21 church/daycare/preschool	script	
Clinic 9/21 church/daycare/preschool	contact	
Task matrix	update	
Clinic 9/13 and 9/14 flyers	add to CHW info	
Clinic 9/13 and 9/14 phone outreach	determine volunteers status	
Clinic 9/13 and 9/14 email	com. Leaders	
Clinic 9/13 and 9/14 flyers	deliver to kids	
Clinic 9/13 and 9/14 phone outreach	compile & distribute call list	
Clinic 9/13 and 9/14 canvass	focused canvassing	
Clinic 9/13 and 9/14 flyers	distribute during cavassing	
Clinic 9/13 and 9/14 flyers	Distribute in neighborhoods	
Clinic 9/13 and 9/14 phone outreach	make calls	
Clinic 9/13 and 9/14 phone outreach	make calls	
Clinic 9/21 flyers	design	
Clinic 9/28 flyers	arrange kids	
Clinic 9/21 flyers	print	
Clinic 9/28 church/daycare/preschool	ID	
Clinic 9/7 flyers	invoicing	
Clinic 9/13 and 9/14 debriefing/partnering	meet	King Trimble Building
Clinic 9/21 focused outreach	as determined	
Clinic 9/13 and 9/14 survey	tally	
Clinic 9/21 flyers	deliver to CO	
Clinic 9/28 church/daycare/preschool	script	
Clinic 9/28 church/daycare/preschool	contact	
Task matrix	update	
Clinic 9/21 flyers	add to CHW info	
Clinic 9/21 phone outreach	determine volunteers status	
Clinic 9/21 email	com. Leaders	
Clinic 9/21 flyers	deliver to kids	
Clinic 9/21 canvass	schedule	
Clinic 9/21 flyers	distribute during cavassing	

Agency Outreach Tasks
 Summer 2005 Clinics
 General and Clinic Task Sort

June 30, 2005

Clinic 9/21 flyers	Distribute in neighborhoods	
Clinic 9/21 phone outreach	compile & distribute call list	
Clinic 9/21 canvass	focused canvassing	
Clinic 9/21 phone outreach	make calls	
Clinic 9/21 phone outreach	make calls	
Clinic 9/28 flyers	design	
Clinic 9/13 and 9/14 flyers	invoicing	
Clinic 9/28 flyers	print	
Clinic 9/21 debriefing/partnering	meet	King Trimble Building
Clinic 9/28 focused outreach	as determined	
Clinic 9/21 survey	tally	
Clinic 9/28 flyers	deliver to CO	
Task matrix	update	
Clinic 9/28 flyers	add to CHW info	
Clinic 9/28 phone outreach	determine volunteers status	
Clinic 9/28 email	com. Leaders	
Clinic 9/28 flyers	deliver to kids	
Clinic 9/28 canvass	schedule	
Clinic 9/28 flyers	distribute during cavassing	
Clinic 9/28 flyers	Distribute in neighborhoods	
Clinic 9/28 phone outreach	compile & distribute call list	
Clinic 9/28 canvass	focused canvassing	
Clinic 9/28 phone outreach	make calls	
Clinic 9/28 phone outreach	make calls	
Clinic 9/21 flyers	invoicing	
Clinic 9/28 debriefing/partnering	meet	King Trimble Building
Clinic 9/28 survey	tally	
Task matrix	shred	
Clinic 9/28 flyers	invoicing	

F	TASK	General and Clinic Task Sort	SUBTASK	DETAILS
	Newsletter - Cross		1to1 w/Lorraine	
	Newsletter - Cross		formatting	
	Newsletter - Cross		writing	
	Newsletter - Cross		copying	
	Newsletter - Cross		deliver to CO	
	Newsletter - Cross		deliver to Cross	
	Newsletter - Clayton		1to1 w/Anthony	
	Newsletter - Clayton		writing/forward to Anthony	
	Newsletter - Cole		1to1 w/Tonya	
	Newsletter - Cole		writing	
	July/Aug schedule		email	tentative pending ramp
	Poster		update	
	Poster		print	
	Poster		deliver to CO	
	Poster		com. leader list	
	Poster		deliver to com.leaders	
	Poster		CHW posting	
	Poster		designated postings	
	Table Flyer		update	
	Table Flyer		print	
	Table Flyer		deliver to CO	
	Table Flyer		com. leader list	
	Table Flyer		deliver to com.leaders	
	Table Flyer		CHW drop-off	
	Table Flyer		designated drop-offs	
	Outreach Material (canvassing)		update	
	Outreach Material (canvassing)		print	
	Outreach Material (canvassing)		deliver to CO	
	Outreach Material (canvassing)		advise CHW's	
	Outreach Material (canvassing)		replace in packets	

VB/I-70 Community Health Program
July - September 2005 Biomonitoring Clinic Schedule

CLINIC LOCATION	DATE	SITE CONFIRMED
King Trimble Building – Curtis Park	July 7, 2005	Yes
Mt Calvary Lutheran Church – Clayton	July 14, 2005	
Swansea Recreation Center – Swansea	July 19, 2005	Yes
Epworth UME – Cole	July 20, 2005	
Johnson Recreation Center – Elyria	July 27, 2005	Yes
King Trimble Building – Curtis Park	August 3, 2005	Yes
Fire Station – Clayton	August 10, 2005	
Swansea Recreation Center – Swansea	August 17, 2005	Yes
Clinic – Cole	August 24, 2005	
Clinic – Elyria	August 31, 2005	
King Trimble Building – Curtis Park	September 7, 2005	Yes
New Hope Baptist Church – Clayton	September 13, 2005	
Swansea Recreation Center – Swansea	September 14, 2005	Yes
Epworth UME – Cole	September 21, 2005	
El Centro Su Teatro – Elyria	Septiembre 28, 2005	Yes